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**Personnel**

**MISSION SUPPORT AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes and describes the nomination, eligibility, selection, announcement procedures, and award recognition for the following annual Air Force Deputy Chief of Staff for Personnel (AF/DP) awards: General Robert J. Dixon Personnel Award, Gerrit D. Foster, Jr., (GDF) Outstanding Military Personnel Flight (MPF) Achievement Award, Outstanding United States Air Force (USAF) Personnel Manager of the Year Award (PMOYA), USAF Social Actions Office Award, Outstanding USAF Social Actions Individual Award, Nathan Altschuler Award for Excellence in Educational Programs, Enlisted Professional Military Education (EPME) Achievement Awards, Air Force Education and Training Manager Award, Civilian Personnel Awards, and the Outstanding Mission Support Squadron (MSS) Award. This publication can not be supplemented.

This instruction applies to active duty Air Force, Air Force Reserve (USAFR), and Air National Guard (ANG) members and to civilian Air Force employees regardless of citizenship. It implements Air Force Policy Directive 36-28, *Awards and Decorations Program*. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 as authorized by Title 10, United States Code (U.S.C.), Chapter 857, *Decorations and Awards*, Executive Order 9397. System of Records Notice F036 AF PC V, *Awards and Decorations* applies. The AF/DP awards program is deferred in wartime. This AFI cannot be supplemented.

**SUMMARY OF REVISIONS**

Minor changes were made throughout this Air Force Instruction. Major changes include all of **Chapter 9** and the addition of chapter 12, Air Force Testing Achievement Award. A | indicates revisions from the previous edition.

## Chapter 1

### GENERAL PROCEDURES

#### **1.1. Air Force Form 1206, Nomination for Award:**

1.1.1. Nominations will be one page (front only) and in bullet format using the designated pitch of PerFORMPRO or Delrina FormFlow. Do not include classified information in the nomination. Do not sign the Air Force Form 1206.

1.1.2. Do not weigh your nominations down with unnecessary, ineffective, flowery language. Direct, hard-hitting, fact-filled, results-oriented nominations get more attention than ones which poetically describe the nominee's attributes.

1.1.2.1. Be specific when giving the timeframe of the accomplishment and do not include accomplishments which occurred outside the nomination period. If another award is formally announced and presented during the nomination period, it may be included in the nomination (even if the award itself was for accomplishments outside the nomination period). Information should be verifiable.

1.1.2.2. Not all awards have headings for the Specific Accomplishments portion of the Air Force Form 1206. For those awards without specific headings, some suggestions for consideration are: leadership and management, scope of responsibility, innovative and creative ideas, community involvement, initiative, self-improvement efforts, recognition received, etc.

#### **1.2. Nomination Packages:**

1.2.1. Nominations may be sent through electronic-mail (e-mail) to HQ Air Force Personnel Center (AFPC), MPF/CSS Operations Branch (DPSFM). The appropriate e-mail address will be announced each year by message. The e-mail package must include the Delrina FormFlow version of the AF Form 1206 and its data file. The package must be e-mailed from the office of the Major Air Command Director of Personnel (MAJCOM/DP) or equivalent. It is the responsibility of the MAJCOM/DP or equivalent to maintain a backup disk and copies of all nomination packages in case the e-mail transmission is unsuccessful.

1.2.2. If e-mail is not possible or Delrina FormFlow is not being used, packages must be sent via certified mail. Each package must contain an original Air Force Form 1206 nomination plus 4 copies.

1.2.2.1. Place required documents in pocketed folders with plastic document protectors to prevent mutilation of nominations during shipment. Use alligator clips to hold nominations together.

1.2.2.2. Base-level nomination packages must be accompanied by a transmittal letter from the host wing commander or equivalent, to the award nominee's MAJCOM/DP or equivalent. MAJCOM nomination packages must be accompanied by a transmittal letter from the respective MAJCOM/DP or equivalent to HQ AFPC/DPSFM.

1.2.2.3. MAJCOM, FOAs, etc., will only submit one winner per category. The Dixon award is the only exception.

**1.3. Award Period.** All nominations are based on activities during the fiscal year (1 October - 30 September).

**1.4. Award Eligibility.** Nominees must have served more than 6 months (for individual awards) or have been in operation for more than 6 months (for group awards) in the specialty for which nominated unless otherwise annotated.

1.4.1. Nominees are submitted in a category based on the grade of the individual as of 30 September or in the case of a group nomination the size of the unit as of 30 September as explained in paragraph 1.5.

**1.5. Strength Figures for Group Nominations.** The military or civilian population is normally the strength as of 30 September, unless the organization nominated was located at a closure or draw down installation. Obtain strength figures from the MPF for military strength figures and Civilian Personnel Flight (CPF) for civilian strength figures. The MPF and CPF should use the base-level Personnel Data System (PDS) and the command “/STRENGTH\_XX” where “XX” is the first two digits of the MPF/CPF ID. This command will provide the total active duty or civilian strength figures for your nominations. The exact command for the “/STRENGTH” is found in AFMAN 36-2622, volume 1, chapter 3, *Personnel Data Systems End Users Manual*. Each individual, group, or base nominated competes on its own merits and mission. They are not penalized for size or location.

**1.6. Deadlines and Where to Mail Nomination Packages.** Nominations not meeting the established suspense date will be marked “LATE.” Extensions will not be granted.

1.6.1. E-mail: MAJCOM/DPs or equivalent must transmit their packages via e-mail no later than the 3d Friday of December of each year. If the email package is not coming from the DP, then the contents of the email must indicate the DP has approved the package for electronic transmission.

1.6.2. Mail: MAJCOM/DPs or equivalent must submit their nomination packages to HQ AFPC/DPSFM, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739, with a *postmark* no later than the 3d Friday of December of each year.

**1.7. Selection Board.** A central selection board will select Air Force level winners in all categories. The board will convene at HQ AFPC each year. A general officer or Senior Executive Service (SES) will head the board, with colonels, chief master sergeants, and civilian equivalents comprising the board’s membership from the appropriate functional areas. Board members will be divided into panels to review nominations based on functional expertise. Nonvoting recorders from the functional areas will provide administrative and technical assistance to the board. Funding for individuals selected to serve on the selection board will be borne by the unit and/or MAJCOM of assignment. The AF/DP approves all winners.

**1.8. Announcement of Winners.** Upon approval of the winners, the AF/DP will release a message Address Indicator Groups (AIG) 8106 , 610 (CPFs), 10406 (Education Centers), 10607 (Reserves), 7309 (Guard) and 9689 (On-the-Job Training [OJT] office at the MPFs and Logistics Maintenance Training [LGMT]) announcing all the Air Force level winners worldwide.

**1.9. Award Recognition.** The AF/DP may present engraved plaques, or they will be mailed to each MAJCOM/DP or equivalent. The MAJCOM/DP or equivalent can forward or present the plaque to their winners. Additionally, military and civilian winners will be authorized to wear the Air Force Recognition Ribbon or the Air Force Recognition lapel pin, respectively.

## Chapter 2

### GENERAL ROBERT J. DIXON PERSONNEL AWARD (OPR: HQ AFPC/DPSFM AT DSN 487-6170)

**2.1. Award Description.** The General Robert J. Dixon Personnel Award recognizes an individual, in any Air Force Specialty Code (AFSC) or job series, who performs duties as an “action officer” involving programs of significant concern to the Personnel community.

**2.2. Award Eligibility.** See paragraph 1.4. for eligibility information:

2.2.1. The award is presented to either an officer (second lieutenant through colonel), a senior non-commissioned officer (master sergeant through chief master sergeant), or a civilian (GS-7 through GM-15), assigned to AF/DP, AF/DPC, AFGOMO, AF/DPI, AF/DPO, AF/DPP, AF/DPS, AF/DPX or AF/DPZ. AF/DP directors may each submit a maximum of three nominations in any combination for consideration. AFPC and Air Force Personnel Operations Agency (AFPOA) may each submit a maximum of three nominations per directorate in any combination for consideration.

2.2.2. Nominees must demonstrate an ability to be creative, innovative, and effective in working the “tough problem” Personnel issues. Nominees must clearly show significant contributions that have long-range impact and that immensely benefit individual members of the Air Force or the Air Force as a whole.

2.2.3. Nominees must serve as an “action officer.” Military nominees may hold any AFSC and civilian nominees may hold any job series.

2.2.4. Do not submit group nomination. This is an individual award that recognizes one person.

**2.3. Writing the Nomination.** See paragraphs 1.1. and 1.2. for nomination and package information. See **Attachment 1** for information on filling in the AF Form 1206. Additionally, refer to the following guidance:

2.3.1. Rank and Name of Unit Commander. Type in rank (GS/GM grade for civilians) and appropriate AF/DP director or equivalent making the nomination.

2.3.2. Specific Accomplishments. This is a Personnel award. The nomination should show the impact the nominee had on Personnel management effectiveness. Use the listed headings. To maximize the use of space, bullets may begin immediately following the headings:

2.3.2.1. Leadership and Job Performance in Primary Duties.

2.3.2.2. Innovation and Initiative.

2.3.2.3. Unit and Self Improvement Efforts.

2.3.2.4. Other Accomplishments (Optional).

## Chapter 3

### **GERRIT D. FOSTER, JR., (GDF) OUTSTANDING MILITARY PERSONNEL FLIGHT (MPF) ACHIEVEMENT AWARD (OPR: HQ AFPC/DPSFM AT DSN 487-5298)**

**3.1. Award Description.** The GDF award recognizes those MPFs which give outstanding service or make significant contributions to the Air Force.

**3.2. Award Categories.** MAJCOMs, Field Operating Agencies (FOA), USAFR, and ANG which have MPFs within their command may submit one nomination in each of the following categories (maximum of two nominations):

3.2.1. Category I: Active duty military population is greater than or equal to 4,500.

USAFR and ANG military population is greater than or equal to 1,300.

3.2.2. Category II: Active duty military population is less than 4,500.

USAFR and ANG military population is less than 1,300.

**3.3. Award Eligibility.** Consideration should be given to MPFs whose performance is above and beyond the day-to-day mission. An example of outstanding performance is an MPF which achieves an excellent rating during an inspection, with local procedures or ideas adopted by the MAJCOM/FOA or the Air Force for wide-spread use. See paragraph 1.4 for additional eligibility information.

**3.4. Writing the Nomination.** See paragraphs 1.1. and 1.2. for nomination and package information. See **Attachment 1** for information on filling in the AF Form 1206. Additionally, refer to the following guidance:

3.4.1. Rank and Name of Unit Commander. Type in MSS commander making the nomination.

3.4.2. Specific Accomplishments. The nomination should emphasize the MPF's mission, performance, and achievements in the Air Force, MAJCOM/FOA, and local Personnel programs. Include items that can be quantified only if they are out of the ordinary and not typical of the majority of MPFs. This information can be drawn from any management or measurement system indicator usually issued to evaluate MPFs within the MAJCOM/FOA. Use the listed headings. To save space, bullets may begin immediately after the heading:

3.4.2.1. Mission Accomplishment.

3.4.2.2. Initiative and Innovative Programs.

3.4.2.3. Extraordinary and Unique Accomplishments.

## Chapter 4

### OUTSTANDING USAF PERSONNEL MANAGER OF THE YEAR AWARD (OPR: HQ AFPC/DPSFM AT DSN 487-5298)

**4.1. Award Description.** The Personnel Manager Of The Year Award (PMOYA) recognizes individuals who have made important contributions in a military Personnel function (i.e., achievement in developing or improving programs, systems, procedures, or ideas that resulted in benefits to both individuals and the Air Force).

**4.2. Award Categories.** MAJCOMs, FOAs and Direct Reporting Units (DRU) may nominate one individual per category in each competitive level as outlined in paragraph 4.2.1. The Air Force Association (AFA) sponsors and honors the overall Outstanding USAF Personnel Manager of the Year winner (selected from all the award winners) at their annual convention in Washington DC:

4.2.1. Headquarters-level competitive categories (MAJCOM, FOA, numbered air forces, intermediate headquarters, and Air Mobility Operations Group):

4.2.1.1. Category I-A: Senior Personnel Manager (major through colonel, or GS-10 and above).

4.2.1.2. Category II-A: Junior Personnel Manager (second lieutenant through captain, or GS-7 through GS-9).

4.2.1.3. Category III-A: Personnel Superintendent (master sergeant through chief master sergeant).

4.2.1.4. Category IV-A: Personnel Technician (staff sergeant through technical sergeant, or GS-5 and GS-6).

4.2.1.5. Category V-A: Personnel Specialist (airman basic through senior airman, or GS-1 through GS-4).

4.2.2. Base-level competitive categories (MPF personnel and the MSS commander):

4.2.2.1. Category I-B: Senior Personnel Manager (major through colonel, or GS-10 and above).

4.2.2.2. Category II-B: Junior Personnel Manager (second lieutenant through captain, or GS-7 through GS-9).

4.2.2.3. Category III-B: Personnel Superintendent (master sergeant through chief master sergeant [no civilian equivalent]).

4.2.2.4. Category IV-B: Personnel Technician (staff sergeant through technical sergeant, or GS-5 and GS-6).

4.2.2.5. Category V-B: Personnel Specialist (airman basic through senior airman/sergreant, or GS-1 through GS-4).

4.2.3. Unit-level competitive categories (commander's support staff, satellite personnel activities [SPA], and geographically separated units [GSU]):

4.2.3.1. Category I-C: Personnel Manager (second lieutenant through major).

4.2.3.2. Category II-C: Personnel Superintendent (master sergeant through chief master sergeant, or GS-7 through GS/GM-9).

4.2.3.3. Category III-C: Personnel Technician (staff sergeant through technical sergeant, or GS-5 and GS-6).

4.2.3.4. Category IV-C: Personnel Specialist (airman basic through senior airman, or GS-1 through GS-4).

**4.3. Award Eligibility.** Military and civilian nominees may be in any Duty Air Force Specialty Code (DAFSC) or job series performing military personnel duties. This criteria ensures any specialty serving in or contributing to the military personnel community or mission has an opportunity to compete. Refer to paragraph 1.4 for additional eligibility information.

**4.4. Writing the Nomination.** Refer to paragraphs 1.1. and 1.2. for nomination and package information. See **Attachment 1** for information on filling in the AF Form 1206. Additionally, refer to the following guidance:

4.4.1. Rank and Name of Unit Commander. For category “A” nominees, type in the Director, MAJ-COM/DP or equivalent; for category “B” nominees, type in the MSS commander making the nominations, if the MSS commander is the nominee, then type in the SPTG/CC; for category “C” nominees, type in the unit commander making the nomination.

4.4.2. Specific Accomplishments. The nomination should show the impact the nominee had on Personnel management effectiveness and the serviced populace. Use the listed headings. To maximize the use of space, bullets may begin immediately following the headings:

4.4.2.1. Leadership and Job Performance in Primary Duties.

4.4.2.2. Innovation and Initiative.

4.4.2.3. Unit and Self Improvement Efforts.

4.4.2.4. Other Accomplishments (Optional).

**4.5. Unique Processing Procedures.** If a unit is a tenant on a base, it will compete through its own MAJ-COM.

## Chapter 5

### USAF SOCIAL ACTIONS OFFICE (SAO) AWARD (OPR: HQ AFPC/DPSFS AT DSN 487-5106)

**5.1. Award Description.** The SAO Award recognizes the best Air Force Social Actions program, the office providing the best Social Actions service which makes significant contributions to the Air Force mission.

**5.2. Award Categories:** MAJCOM and FOA Social Actions offices compete for the Colonel L. Joseph Brown Award. MAJCOMs and FOAs which have Social Actions offices within their command may submit one nomination in categories II and III for the Outstanding USAF Installation Social Actions Program Award. Dual-hatted Social Actions offices can only compete in one category for the nomination period:

5.2.1. Category I: Col L. Joseph Brown Award.

5.2.2. Category II: Active duty military population plus civilian population is greater than or equal to 5,500.

USAFR and ANG military population is greater than or equal to 1,300.

5.2.3. Category III: Active duty military population plus civilian population is less than 5,500.

USAFR and ANG military population is less than 1,300.

**5.3. Award Eligibility.** MAJCOMs and FOAs should give consideration to those SAOs whose performance is above and beyond the day-to-day mission (i.e., those making significant achievements and contributions managing Social Actions programs). See paragraph 1.4 for additional eligibility information.

**5.4. Writing the Nomination.** See paragraphs 1.1. and 1.2. for information on nomination submissions and package composition. See **Attachment 1** for information on filling in the AF Form 1206. Additionally, refer to the following guidance:

5.4.1. Rank and Name of Unit Commander. For Category I nominees, type in the MAJCOM/DP or equivalent; for Category II and III nominees, type in the wing commander making the nomination.

5.4.2. Specific Accomplishments. Use these headings:

5.4.2.1. "General Information" (provide an overview [to include a mission statement] of the Social Actions program), and

5.4.2.2. "Equal Opportunity and Treatment/Human Relations Education (EOT and HRE) Program" (state specific achievements, or contributions, and tangible results). Nominees must show significant achievements, tangible results, and mission impact in the EOT and HRE area. Accomplishments include impact on management improvement and operational effectiveness, innovative policies or procedures that contribute to a better human relations climate, etc. Achievements and contributions may reflect on- or off- base involvement.



## Chapter 6

### OUTSTANDING USAF SOCIAL ACTIONS INDIVIDUAL AWARD (OPR: HQ AFPC/DPSFS at DSN 487-5106)

**6.1. Award Description.** The Outstanding USAF Social Actions Individual Award recognizes and encourages outstanding achievements and significant contributions by individual Social Actions officers, airmen, and civilians.

**6.2. Award Categories.** MAJCOMs and FOAs may nominate one individual per category in each competitive level as outlined below (this includes nominees who meet the criteria for more than one award, e.g., serves as Chief of Social Actions and EOT NCO; the MAJCOM/FOA will change the competitive category):

6.2.1. Headquarters-level competitive categories (MAJCOMs, FOA, AF/DPC, and AFPC/DPS) are eligible for:

6.2.1.1. Category I-A: Outstanding Staff-Level Social Actions Award (officer or civilian equivalent).

6.2.1.2. Category II-A: Outstanding Staff-Level Social Actions Award (NCO or civilian equivalent).

6.2.2. The base-level competitive categories are:

6.2.2.1. Category I-B: Outstanding Base-Level Chief of Social Actions Award (officer, NCO, or civilian assigned the primary duty of Chief, Social Actions).

6.2.2.2. Category II-B: Outstanding Base-Level Equal Opportunity and Treatment Award (NCO or civilian equivalent).

**6.3. Award Eligibility.** See paragraph 1.4 for eligibility information.

**6.4. Writing the Nomination.** See paragraphs 1.1. and 1.2. for nomination and package information. See **Attachment 1** for information on filling in the AF Form 1206. Additionally, refer to the following guidance:

6.4.1. Rank and Name of Unit Commander. For category “A” nominees, type in the MAJCOM/DP or equivalent. For category “B” nominees, type in the wing commander making the nominations.

6.4.2. Specific Accomplishments. The nomination should show the nominee’s significant achievements in the EOT/HRE area, management improvements and operational effectiveness, innovative policies or procedures which contribute to a better human relations climate.

## Chapter 7

### **NATHAN ALTSCHULER AWARD FOR EXCELLENCE IN EDUCATIONAL PROGRAMS (OPR: HQ USAF/DPPE at DSN 225-7324)**

**7.1. Award Description.** The Nathan Altschuler Award recognizes Education Services Centers (ESC) and base support which demonstrate outstanding accomplishments in providing and managing voluntary educational opportunities.

**7.2. Award Categories.** MAJCOMs and FOAs which have ESCs within their command may submit nominations. MAJCOMs and FOAs are limited to one nomination in each of the following categories (maximum of two nominees):

7.2.1. Category I: Active duty military population is greater than or equal to 4,500.

7.2.2. Category II: Active duty military population is less than 4,500.

**7.3. Award Eligibility.** MAJCOMs and FOAs should give consideration to those ESCs whose performance is above and beyond the day-to-day mission.

**7.4. Writing the Nomination.** See paragraphs 1.1. and 1.2. for nomination and package information. See **Attachment 1** for information on filling in the AF Form 1206. Additionally, refer to the following guidance:

7.4.1. Rank and Name of Unit Commander. Type in the MSS commander making the nomination.

7.4.2. Specific Accomplishments. The nomination should emphasize the ESC's mission, and the degree of success achieved in meeting the goals of the ESC as stated in the education services plan. It should include specific accomplishments as well as unique and special features of the program. It may include information on counseling services, outreach programs, special services to unique work scheduled, and growth of the program.

## Chapter 8

### ENLISTED PROFESSIONAL MILITARY EDUCATION (EPME) ACHIEVEMENT AWARDS (OPR: HQ USAF/DPPE at DSN 225-7322)

**8.1. Award Description.** The EPME Achievement Awards recognize and encourage superior performance and significant contributions to the Air Force EPME program.

**8.2. Award Categories.** MAJCOMs and FOAs which have EPME programs within their command may submit nominations. MAJCOMs and FOAs may nominate one individual per category in each competitive level below, even though the nominee may meet the criteria for more than one award (i.e., serves as an instructor for two levels of PME whereby the MAJCOM/FOA must make a choice). There are no officer or civilian categories:

8.2.1. Category I: Airman Leadership School (ALS) Instructor--CONUS and overseas ALSs submit nominations to their MAJCOM/DPs or equivalent who in turn select the command's nominee to meet the central selection board.

8.2.2. Category II: NCO Academy (NCOA) Instructor--CONUS and overseas NCOAs submit their nominations to CEPME/CC (for CONUS NCOAs) and their MAJCOM/DPs or equivalent (for overseas NCOAs) who in turn select the command's nominee to the central selection board.

8.2.3. Category III: Senior NCOA (SNCOA) Instructor--SNCOA submits their nominee to HQ AFPC/DPSFM to meet the central selection board.

8.2.4. Category IV: ALS Flight Chief of the Year--CONUS and overseas ALS submit one nominee to the MAJCOM/DP, or equivalent, who in turn selects the command's nominee to meet the central selection board.

8.2.5. Category V: Enlisted PME Manager of the Year--CONUS and overseas NCO Academies, the Senior NCO Academy, CEPME and MAJCOM EPME representatives submit their nominees to the MAJCOM/DP, or equivalent, who in turn selects the command's nominee to meet the central selection board.

**8.3. Award Eligibility.** See paragraph 1.4 for eligibility information.

**8.4. Writing the Nomination.** See paragraphs 1.1. and 1.2. for nomination and package information. See **Attachment 1** for information on filling in the AF Form 1206. Additionally, refer to the following guidance:

8.4.1. Rank and Name of Unit Commander. For Category I and IV nominees, type in the MSS commander making the nomination. For Category II, III and V nominees, type in the Commandant or MAJCOM/DP making the nomination (if appropriate).

8.4.2. Specific Accomplishments. The nomination should show the nominee's significant achievements using the following headings:

8.4.2.1. Mission Performance.

8.4.2.2. Process Improvements.

8.4.2.3. Professional Development and Community Involvement.

## Chapter 9

### AIR FORCE EDUCATION AND TRAINING MANAGER AWARD (OPR: HQ AFPC/DPPAT at DSN 487-5945)

**9.1. Award Description.** The Air Force Education and Training Manager (ETM) Award recognizes and encourages outstanding achievement and significant contributions by individual ETMs.

**9.2. Award Categories.** Each base may submit one nominee in each category to the nominee's appropriate MAJCOM. MAJCOMs and FOAs are limited to one nomination in each of the following categories (for a maximum of four nominees):

9.2.1. Category I: Headquarters Level ETM (FOAs, Direct Reporting Units, and MAJCOMs).

9.2.2. Category II: Base Level ETM (Education and Training Flight or Education Services only when Base Training is assigned)

9.2.3. Category III: Unit Level ETM.

9.2.4. Category IV: Support ETM (Maintenance Training Flight, Education Services, Instructional System Developers, Instructors, and other non-traditional training functions).

**9.3. Award Eligibility.** Nominees must have a CAFSC of 3S2X1 and have served more than 6 months in either of the following duties, positions, or tasks: Conducting Education and Training (E&T) tasks for aircraft maintenance/operations; unit, base, or wing support training; education services or E&T flights; curriculum development and instructor activities; developing, evaluating, and scheduling training; and overseeing E&T activities and personnel.

**EXCEPTION:** Personnel performing these duties as an additional duty training manager are eligible if the commander has appointed them by letter as required in AFI 36-2201, *Developing, Managing, and Conducting Training*. Also eligible are civilians who have a position description (PD) that includes the duties mentioned above.

**9.4. Writing the Nomination.** See paragraphs 1.1. and 1.2. for nomination and package information. See **Attachment 1** for information on filling in the AF Form 1206. Additionally, refer to the following guidance:

9.4.1. Rank and Name of Unit Commander. For category I nominees, type in the name of the MAJCOM/DP or equivalent; for category II nominees, type in the name of the MSS commander or the Director of Education Services; for category III and IV nominees, type in the name of the unit commander.

9.4.2. Specific Accomplishments. The nomination should show the impact the nominee had on education and training management effectiveness and the serviced populace. Use the listed headings. To maximize the use of space, bullets may begin immediately following the headings:

9.4.2.1. Leadership and Job Performance in Primary Duties.

9.4.2.2. Articulate and Positive Representative of the Air Force.

9.4.2.3. Unit and Self Improvement Efforts.

#### 9.4.2.4. Other Accomplishments.

## Chapter 10

### CIVILIAN PERSONNEL AWARDS (OPR: AFPOA/DPW AT DSN 223-2700)

**10.1. Award Description.** The Civilian Personnel Awards recognize individuals who have made important contributions in a civilian personnel function (i.e., achievement on developing or improving programs, systems, procedures, or ideas that resulted in benefits to both individuals and the Air Force).

**10.2. Award Categories.** Nominees may compete in only one category. Base-level nominations must be accompanied by a transmittal letter from their respective wing commander or equivalent to the MAJCOM/DP. Each MAJCOM/FOA may submit one nomination in each category (except Category I-A). The MAJCOM/DP or equivalent will sign the nomination package. Division Chiefs at Secretariat, Air Staff, AFPC and AFPOA may submit one nomination in Category I-A and one in Category IV-B, and will sign the nomination package.

10.2.1. Category I-A: Outstanding Civilian Personnel Air Staff Program Manager (GS-12 through GS-14). Applies only to individuals assigned to the Secretariat, Air Staff, AFPC, and AFPOA.

10.2.2. Category II-A: Outstanding Civilian Personnel MAJCOM/FOA Action Officer (GS-11 through GS-14).

10.2.3. Category I-B: Outstanding Civilian Personnel Officer (all grades).

10.2.4. Category II-B: Outstanding Civilian Personnel Senior Program Manager (GS-13 through GS-14). Individuals eligible to compete in Category I-A are not eligible to compete in this category.

10.2.5. Category III-B: Outstanding Civilian Personnel Intermediate Program Manager (GS-11 and GS-12). Individuals eligible to compete in Category I-A are not eligible to compete in this category.

10.2.6. Category IV-B: Outstanding Civilian Personnel Specialist (GS-7 through GS-9) (may include interns).

10.2.7. Category I-C: Outstanding Middle-to-Large Central Civilian Personnel Flight.

10.2.8. Category II-C: Outstanding Satellite Civilian Personnel Flight.

**10.3. Award Eligibility.** Civilian nominees may be in any job series; however, they must be serving in a civilian personnel capacity. See paragraph 1.4. for additional eligibility information.

**10.4. Writing the Nomination.** See paragraphs 1.1. and 1.2. for nomination and package information. See **Attachment 1** for information on filling in the AF Form 1206. Additionally, refer to the following guidance:

10.4.1. Rank and Name of Unit Commander. For base-level nominations, Wing, Support Group or MSS Commander making the nomination; for MAJCOM nominations, MAJCOM/DP making the nomination; for Secretariat, Air Staff, AFPC and AFPOA nominations, Division Chief making the nomination.

10.4.2. Specific Accomplishments. The nomination should show the impact the nominee had on personnel management effectiveness and the serviced populace. Non-supervisory positions should address the following criteria: Technical Activities, Advisory Services, Acceptance of Ideas, Impact

on Other Functional Areas, Creativity, and Innovation. Supervisory positions should include the preceding topics in addition to Equal Employment Opportunity (EEO) Initiatives and Accomplishments, and Diversity. Civilian Personnel flight nominations should address work force diversity, innovation, and program effectiveness. To address program effectiveness, justifications may include appropriate items for the criteria above, as well as such factors as customer focus and quality initiatives.

## Chapter 11

### OUTSTANDING MISSION SUPPORT SQUADRON (MSS) AWARD (OPR: HQ AFPC/DPSFM at DSN 487-5298)

**11.1. Award Description.** The Outstanding MSS Award recognizes those MSSs giving outstanding service or making significant contributions to the Air Force.

#### **11.2. Award Categories:**

11.2.1. Active Duty MSSs. MAJCOMs and FOAs which have active duty MSSs within their command may submit nominations. MAJCOMs and FOAs are limited to one nomination in each of the following categories (maximum of two nominees):

11.2.1.1. Category I: Active duty military population plus civilian population is greater than or equal to 5,500.

USAFR and ANG military population plus civilian is greater than or equal to 1,300.

11.2.1.2. Category II: Active duty military population plus civilian population is less than 5,500.

USAFR and ANG military population plus civilian population is less than 1,300.

**11.3. Award Eligibility.** MAJCOMs and FOAs should give consideration to those MSSs whose performance was above and beyond the day-to-day mission. An example of outstanding performance is an MSS achieving an excellent rating during an inspection, with local procedures or ideas adopted by the MAJCOM/FOA or the Air Force for wide-spread use. See paragraph 1.4. for additional eligibility information.

**11.4. Writing the Nomination.** See paragraphs 1.1. and 1.2. for nomination and package information. See **Attachment 1** for information on filling in the AF Form 1206. Additionally, refer to the following guidance:

11.4.1. Rank and Name of Unit Commander. Type in the support group commander making the nomination.

11.4.2. Specific Accomplishments. The nomination should emphasize the MSS's mission, performance, and achievements in Air Force, MAJCOM/FOA, and local programs that do not lend themselves to objective or statistical measurements. Include items that can be quantified only if they are out of the ordinary and not typical of the majority of MSSs. This information can be drawn from whatever management or measurement system indicator usually issued to evaluate MSSs within the MAJCOM/FOA. Use the listed headings. To save space, bullets may begin immediately after the heading:

11.4.2.1. Mission Accomplishment.

11.4.2.2. Initiative and Innovative Programs.

11.4.2.3. Extraordinary and Unique Accomplishments.



## Chapter 12

### **AIR FORCE PERSONNEL TESTING (AFPT) ACHIEVEMENT AWARD (OPR: HQ AFPC/DPPAT at DSN 487-2265)**

**12.1. Award Description.** The AFPT Achievement Award was established to recognize and encourage superior performance and significant contributions to the Air Force Personnel Testing program.

#### **12.2. Award Categories:**

12.2.1. Category I: Active duty military population is greater than or equal to 4,500.

USAFR and ANG military population is greater than or equal to 1,300.

12.2.2. Category II: Active duty military population is less than 4,500.

USAFR and ANG military population is less than 1,300.

**12.3. Award Eligibility.** Consideration should be given to those testing functions whose performance is above and beyond the day-to-day mission. A few examples of outstanding performance are an excellent rating during an inspection, or ideas adopted by the MAJCOM/FOA or the Air Force for wide-spread use. See paragraph 1.4. for additional eligibility information.

**12.4. Writing the Nomination.** See paragraphs 1.1. and 1.2. for nomination and package information. See **Attachment 1** for information on filling in the AF Form 1206. Additionally, refer to the following guidance:

12.4.1. Rank and Name of Unit Commander. Type in the MSS commander making the nomination.

12.4.2. Specific Accomplishments: The nomination should include the names of all assigned members, emphasize the testing function's mission, performance, and achievements in the Air Force, MAJCOM/FOA, and local programs. Include items that can be quantified only if they are out of the ordinary and not typical of the majority of testing functions.

MICHAEL D. McGINTY, Lt General, USAF  
DCS/Personnel

## **Attachment 1**

### **INSTRUCTIONS FOR PREPARATION OF THE AF FORM 1206, NOMINATION FOR AWARD**

Award--Type in the name of the award. Example: Gerrit D. Foster Jr., Outstanding MPF Achievement Award.

Category--Type in the appropriate category. Example: I, II, II-A, IV-B etc.

For the Dixon awards, type "N/A."

Award Period--Type in the fiscal year. Example: FY97.

Rank and Name of Nominee: Self explanatory for individual awards. (Use GS/GM grade for civilians.)  
For GDF Award, type in the base name followed by "MPF."  
For SAO Award headquarters nominees, type in the MAJCOM/FOA followed by "SAO."  
For SAO Award base level nominees, type in the base name followed by "SAO."  
For the Altschuler Award, type in the base name followed by "ESC."  
For the MSS Award, type in the base name followed by "MSS."  
For the AFPT Award, type in the base name followed by "Testing Office."

SSN--Self explanatory. (Leave blank for group awards.)

DAFSC/Duty Title-- Self explanatory for individuals. (Use job series as DAFSC for civilians.)  
(officer-enlisted total). Example: Officer - 1,500 Enlisted: 3,200 Total: 4,700  
(See paragraph 1.5.)  
For SAO and MSS Awards, type in the military plus civilian population figures. Example: Military - 2,950 Civilian - 900 Total: 3,850  
(See paragraph 1.5.)

MAJCOM--Self explanatory.

Unit/Office Symbol/Street Address--Self explanatory.

Base/Zip Code--Self explanatory. (Use Zip + four.)

Telephone--Type in the DSN number. If no DSN access, then type in the commercial phone number with the country code (if outside the US) and area codes.

Rank and Name of Unit Commander--See specific award chapters, paragraph "Writing the Nomination," for guidance.

Specific Accomplishments--See specific award chapters, paragraph "Writing the Nomination," for guidance.